

MONTANA STATE PLAN & POLICY MANUAL
CHAPTER THREE

Policy Number 3.8
Non-Discrimination Statement
Revised/Effective Date: October 1, 2012

Title: Non-Discrimination Statement

Purpose

The State WIC Office is required to implement a public notification program to inform participants and applicants, particularly minorities, of their rights and responsibilities, their protection against discrimination and the procedures for filing a complaint. Therefore, any materials that provide information about a federally funded program and the means of participation must contain the non-discrimination statement if they will be distributed for or by the Montana WIC Program as a part of their public notification process.

Authority

7 CFR 246.8

Policy

A statement of non-discrimination will be printed on all program documents provided to applicants/participants.

I. Printed Materials

- A. Regardless of the intent, design or source of materials, if they convey messages concerning program benefits and eligibility, and are used by state and/or local programs, the non-discrimination statement will be included.
 - 1. Brochures and any other literature.
 - 2. Posters or other visuals produced by a participating food retailer.
 - 3. A formula company or other interested party with information relating to program benefits and eligibility.

II. Standard Version

- A. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to the USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 945-6136 (Spanish). USDA is an equal opportunity provider."

III. Abbreviated Version for Limited Space

- A. "This institution is an equal opportunity provider."

IV. Radio/Television Public Service Announcements

- A. "WIC is an equal opportunity provider."

V. Non-Discrimination Statement Required Usage

- A. On all materials and Web sites that mention the Montana WIC program.
- B. Retailer posters developed by state and local programs and/or formula companies.
- C. Media notices for food retailer and local agency solicitations.
- D. Newsletters, internal and inter-departmental, as well as those meant for participants and/or other outside agencies.
- E. Outreach and referral materials which are sent to physicians, hospitals, social services and health care centers or other professionals.
- F. Letters of invitation and/or media announcements used as part of the public hearing process which are sent to organizations and other interested parties.
- G. Notices of warning, fair hearings procedures, official notification or adverse action to applicants/participants, retailers, and employees or employment applicants.
- H. Publications used to describe the WIC Program's participation requirements and benefits.